NEW HAMPSHIRE DEPARTMENT OF Environmental Services

Report Form for Water Conservation Plans Small Community Water Systems February 2006

PROJECT NAME Gilford Village Water District

TOWN/CITY Gilford **DATE** 03/03/2006

EPA ID # 0881010

PURPOSE This form provides the information needed for small community water systems to meet the reporting requirements of Env-Ws 390, *Water Conservation Rules*. Once completed, this form can fulfill the requirements of Env-Ws 390.10. You don't have to use this form. However, based on experience, the DES has found that use of a form speeds the application process. If you prefer to produce an original report, remember to provide **all the information** required under the rules and the DES recommends that you use this form as a checklist to help ensure your report is complete. Helpful information and reminders are provided throughout the form and are printed in (parenthesis). Copies of this form, the rules, a summary of the rules, educational materials for public distribution, and other useful publications may be found at http://www.des.nh.gov/h2o_conservation.htm.

INSTRUCTIONS

A. Obtain copies of the following materials from either the DES's Public Information Center (603) 271-2975 or from http://www.des.nh.gov/h2o_conservation.htm.

- Administrative Rule, Env-Ws 390, *Water Conservation Rules*.
- Fact sheet, *Summary of the Water Conservation Rule*.
- Any pertinent water efficiency fact sheet.
- Extra copies of this form.

B. Review the water conservation rules and guidance materials obtained above. You should

use these materials to prepare your water conservation plan. It is suggested that you submit a draft plan for review prior to meeting your public notification requirements in case substantive changes to the plan are necessary. Resubmittal of the report to the public entities can be avoided if initial review is performed by the DES.

C. Complete the form by answering all questions and providing the appropriate attachments. Answer the questions from top to bottom, unless instructed to skip to another section. Helpful information and reminders are provided throughout the form and are printed in (parenthesis).

D. Before submitting, review the form to ensure all questions are answered and all attachments are included. When complete submit to:

Water Conservation Plans
Small Community Well Siting Program
DES, Water Supply Engineering Bureau
Post Office Box 95
Concord, NH 03302 -0095

For help with this form or other water conservation planning concerns call Diana Morgan at (603) 271-2947.

Information contained in this form is current as of February 2006. Statutory or regulatory changes that may occur after October 2005 may cause part or all of the information to be invalid. If there are any questions concerning the status of the information please contact DES at (603) 271-2947.

Section 1.0 GENERAL INFORMATION

WELL SITING

Has a Preliminary Well Siting report been submitted to the DES? *(If your answer is NO, please contact the DES at (603) 271-2947 before you proceed further.)*
YES x NO

(The section below asks you to identify the people and companies responsible for the water conservation plan application. This information will help ensure clear communication during the application process.)

1.1 Project Contacts / System Ownership

1.1a Project Contact (Person completing this form?)

Name Jon L. Warzocha or Sylvia A. Smith
Address 34 School Street, Littleton, NH 03561
Company HOrizons Engineering, P.L.L.C.
Phone Number (603) 444-4111

1.1b Project Owner (Who is responsible for compliance with the water conservation plan, as approved by the DES?)

Name Gilford Village Water Sidtrict C/o Gilford Well
Address Route 11A, Potter Hill Road, Gilford, NH 03246
Company
Phone Number (603) 524-6343

1.1c Person responsible for completing the activities outlined in this plan (Please note that the person completing water conservation plan activities must be a certified water system operator or water system personnel supervised by the certified operator.)

Name Norm Harris III
Address 1441 Lake Shore Drive, Gilford, NH 03246
Company Gilford Well Company
Phone Number (603) 524-6343

1.1d Will ownership of the water system be transferred at a future date from the person listed in 1.1b to a homeowner's association or other entity?
YES___ NO x

If YES, indicate below the contact information for the new owner of the water system.

Name
Address
Company
Phone Number

Section 2.0 METERING AND LEAK DETECTION

(This information is needed to help ensure the water conservation plan will meet the intended purpose and that the plan is designed appropriately.)

2.1 Water System

2.1a Is this a new source for an **existing** community water system?
YES_X_ NO___ (If **YES**, you must complete **Sections 2.3, 3.0, 5.0 and 6.0**)

2.1b Is this a new source for a new or existing community water system owned by a landlord who supplies water to tenants and includes water service in rental fee, or a new or existing community water system for apartment-style housing that includes water service in a housing fee?
YES ____ NO ____ (If **YES**, you must complete **Sections 2.3, 3.0, 5.0 and 6.0**)

2.1c Is this a new source for a **new** community water system that **does not** meet the description in (a) or (b) above?
YES___ NO___ (If **YES**, you must complete **Sections 2.2, and 3.0 through 6.0**)

2.2 New Small Community Water Systems

(Meters must be installed on all sources of water and at each service connection on new small community water systems that do not meet the definition of 2.1a or 2.1b above.)

2.2a Describe below the size of both the source and service connection meters to be utilized by the water system. (In selecting, installing, and maintaining water meters, the water system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

2.2b Describe below the frequency in which each type of meter will be read. (Source meters must be read at least every 30 days and service meters must be read at least every 90 days.)

2.2c Water Audit and Leak Detection Program and Estimating Unaccounted-For Water

Describe below the system's water audit and leak detection program and how the water system will estimate the volume and percentage of unaccounted-for water. Also note how often the water system proposes estimating unaccounted-for water. (All new small community water systems or existing small community systems that are adding new connections, must meet this requirement. Estimates of unaccounted-for water must be performed at least once a year. If unaccounted-for water exceeds 15 percent, the system shall develop a response plan in accordance with Env-Ws 390.05(j) and (k), and submit it to the DES within 60 days.)

2.3 Existing Small Community Water Systems, New or Existing Water Systems Owned by a Landlord Who Supplies Water to Tenants and Includes Water Service in a Rental Fee, and New or Existing Water Systems for Apartment-Style Housing

(If no further expansion of an existing small community water system is planned, or this is a new system that meets the definition in Section 2.1 (b), the water system has the choice to either:

1. Install meters on all service connections within three years of approval of the plan and estimate unaccounted-for water [see section 2.3d], or
2. Conduct a comprehensive leak detection survey every two years [See section 2.3e].

If further expansion of an existing system is proposed, meters must be installed on all new services, regardless of whether the system opts to conduct a leak detection audit rather than metering.)

2.3a Is your system choosing to install meters on your existing or new system to track unaccounted-for water **or** is your system adding new service connections to your existing system?

YES_x_ NO___

If **YES,** your system must estimate unaccounted-for water annually, complete sections 2.3b, 2.3c and 2.3d. If you answered **NO,** your system must perform a leak detection survey every two years, go to section 2.3c.

2.3b Describe below the size of both the source and service connection meters to be utilized by the water system. (In selecting, installing, and maintaining water meters, the water system must comply with procedures and protocols described in "Manual of Water Supply Practices, Water Meters", document AWWA M6, available from the American Water Works Association. www.awwa.org/bookstore)

Meter will be provided for the 24 new service connections. These connections are all part of the Gilford Village Knolls apartment complex. Therefore, one meter will be used. Installation and maintenance of the meter will comply with procedures described in "Manual of Water Supply Practices, Water Meters" from the American Water Works Association.

2.3c Describe below the frequency in which each type of meter will be read. (Source meters must be read at least every 30 days and service meters must be read at least every 90 days.)

Meter at Gilford Village Knolls will be read at a minimum, every ninety (90) days.

2.3d Estimating Unaccounted-For Water

Describe below the system's water audit program and how the water system will estimate the volume and percentage of unaccounted-for water. Also note how often the water system proposes estimating unaccounted-for water. (Existing small community water systems opting for metering and water accounting, or existing small community systems that are adding new connections, must meet this requirement. Estimates of unaccounted-for water must be performed at least once a year. If unaccounted-for water exceeds 15 percent, the system shall develop a response plan in accordance with Env-Ws 390.05(j) and (k), and submit it to the DES within 60 days.)

Estimates for unaccounted water use will be performed at the meter at Gilford Village Knolls Housing complex at least once a year.

2.3e Water Audit and Leak Detection Program

Describe below who will be responsible for conducting a leak detection survey, the frequency of the surveys and a brief text description of how those surveys will be conducted. (Surveys for existing systems that are opting out of metering service connections shall be performed at least every two years. Leaks identified by the survey must be repaired within at least 60 days unless a waiver is obtained from the DES. The requirements of this section of the rule must follow the standards set forth in AWWA M36, *Manual of Water Supply Practices, Water Audits and Leak Detection*, available from the American Water Works Association. www.awwa.org/bookstore)

Since existing connections will not be metered, a leak detection survey will be conducted by the Gilford Village Water District at least once every two years. Leak detection survey will comply with the standards set forth in AWWA M36, Manual of Water Supply Practices, Water Audits and Leak Detection.

Section 3.0 PRESSURE REDUCTION

(Pressure reduction shall be implemented upon obtaining approval of a new source of water when it is technically feasible, consistent with industry standards, and consistent with public health and safety considerations. Existing small community water systems have one year after approval of the conservation plan to implement this requirement, if feasible. All pressure reduction measures must meet the requirements of Env-Ws 372, Design Standards for Small Community Public Water Systems.)

Is pressure reduction technically feasible for this system? If **YES**, explain below how it will be accomplished for the system. If **NO**, explain why below.

YES___ NO_x_

Pressure reduction is not feasible for this system due to proximity of well and relatively low elevation differential.

Section 4.0 CONSERVATION RATE STRUCTURE

(All new small community water systems and existing small community water systems that are adding new service connections must adopt a rate structure as described in Env-Ws 390.04.)

Describe below the conservation rate structure the water system proposes adopting, or if not practical or feasible for the system, describe below how the water system will manage water service fees to meet the intent of the rule and promote water conservation. (You will need to fill out a waiver application form found at the end of this document.)

The existing system has master meters at the source that are monitored regularly. The meter at the apartment complex will also be monitored regularly.

Section 5.0 PUBLIC NOTIFICATION

(Within seven days of submitting the final water conservation plan for review by the DES a small community water system must provide a copy of this report via certified mail to the governing board of the municipality in which a proposed source is located, to all wholesale customers [if any], and to the regional planning commission for the location of the proposed source. The water system shall supply the governing boards with a copy of a summary of the requirements of Env-Ws 390. This document can be found at http://www.des.nh.gov/h2o_conservation.htm. You must also note in your correspondence to the above-mentioned governing boards that a copy of the Well Siting Application is available for their review at the DES and provide them with DES contact information. The water system shall request that the governing boards amend any site plan submitted to them for review so that it reflects the requirements of Env-Ws 390 and promotes water conservation landscaping principals.)

List the names and addresses of the governing boards receiving public notification. Attach a copy of the cover letter sent to the governing boards and a copy of the certified mail receipts when available. List the educational/outreach materials that the system is providing to the municipalities for review.

PLEASE SEE ATTACHED.

Section 6.0 EDUCATIONAL OUTREACH INITIATIVE

(Such an initiative may be achieved in many ways, but must be implemented immediately upon approval of the conservation plan and should include the pertinent water efficiency fact sheets that can be found at the website listed at the beginning of this report. These educational mailings can be included with wellhead protection program educational mailings as required by Env-Ws 378.18 or with the water system service bills. Other acceptable outreach initiatives include water system or homeowner's association newsletters, posting of water conservation fact sheets in public areas used by water system customers, or any other initiative that meets the intent of the rules.)

Provide a brief description of your educational outreach initiative. Include implementation procedures, the person responsible for the initiative, the content of educational mailings proposed (if any), and the wording of any newsletter insertions or public postings. (There is no need to provide copies of educational outreach materials that you are acquiring from DES. Only provide copies of educational outreach materials generated by the water system.)

PLEASE SEE ATTACHED.

Before submitting, thoroughly check this form to be sure all applicable questions are answered, all information is provided, and all necessary attachments are included. Incomplete submittals will significantly slow the approval process.

If strict compliance with any of the requirements of Env-Ws 390 is not feasible, the small community water system may apply for a waiver to a specific portion of the rule. A waiver application form is provided at the end of this document for your convenience.

Preparer's Signature _____

Date 3/1/06

As a reminder, have you included the following?

- Educational outreach initiative documentation and materials created by the water system.
- Public notification documentation (certified mail receipts).
- Public notification cover letters and pertinent documents.
- Other pertinent or supportive materials.

Waiver Application

Project Name Gilford Village Water District Town/City Gilford

Date 03/03/2006

Which section of the **rule** are you requesting be waived? Env-Ws 390._____.
Specifically, the requirement that states:

Each water system shall install water meters within three (3) years of obtaining approval for a new source of water.

Explain why this requirement needs to be waived. Also describe what hardship would be caused if the rule were adhered to. Provide diagrams where helpful.

The exisitng system is metered at the source. The new connections that service the elderly housing complex are to be metered by a single meter. Plumbing wise, it would be extremely difficult to connect each of the 24 new connections in the apartment building to it's own meter.

Explain an alternative solution in detail. Provide diagrams where helpful.

Explain how the alternative would adequately address water conservation measures as required by the rule.